

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ASSISTANT CITY MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non Represented Employees
Probationary Period:	At-Will	Approved by City Council:	December 3, 2012
Classification Series:	City Manager	Resolution No.:	2012-67
FLSA Status:	Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the City Manager, this executive position performs highly responsible managerial, analytical, administrative, and coordinative work for the City Manager in a variety of City program areas; assist the City Manager in coordinating and directing city-wide departmental activities; performs the duties of City Manager during his/her absence and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in the development and implementation of goals, objectives, policies and priorities;
- Oversee several program areas of the City Manager's office including: personnel, business services, communications, budgeting, and community services;
- Prepares correspondence, reports, and directives for the City Manager;
- Conducts research, makes reports and recommendations both orally and in writing;
- Oversees community promotion and public information efforts for the City;
- Participates, as assigned, in the development and implementation of goals, objectives, policies and priorities for citywide government and the City Manager's Office;
- Perform comprehensive management analyses in a wide range of municipal policies, organization, procedures, finance and services;
- Serves as administrative liaison to the City Council, City Commissions, and various community organizations and attends City Council and other public meetings as required;
- Represents the City in City Council meetings, special commission and boards, the community at large, and at professional meetings as required;
- Coordinates the preparation of departmental agenda items of the City Council;
- Participates in coordination and preparation of the departmental and/or citywide budget, funding mechanisms and budget control activities;
- Oversees Cable Franchise and Public Access programming;
- May serve as the City's chief labor relations negotiator and administer the labor relations program, including the grievance process;
- Assist the City Manager in coordinating municipal and interdepartmental operations; may serve as the City Manager's representative in the review of internal affairs;
- Conducts special investigations and organizational reviews as directed by the City Manager;
- Relieves the City Manager of a variety of administrative and technical duties;

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- Responsibilities may include direct or indirect supervision of administrative professional staff, department management staff, technical or clerical personnel;
- Assists in the planning, coordinating, and directing the activities of the various departments and determining Council policy is properly followed and adhered to;
- Monitors pending and approved state and federal legislation affecting the City;
- Analyzes, interprets and applies policies and procedures within assigned areas and for the City government as a whole;
- Establishes positive working relationships with representatives of community organizations, state/local agencies and association, City management and staff, and the public;
- Process complaints and requests received by the City Manager's office by obtaining needed information and preparing replies;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Ordinances, resolutions, and laws affecting municipal government operations;
- Principles and procedures of public administration, municipal management, organization, functions and operations;
- Current federal, state and local legislation pertaining to municipal management;
- Current social, political and economic trends and operating problems of municipal government;

Skills:

- Possesses skills and knowledge to use personal computer, to utilize word processing software for general correspondence, and spreadsheets to create financial reports;
- Methods of analyzing, evaluating and modifying administrative procedures, and administration of a departmental budget;
- Applying common sense and logic in decision making.

Ability to:

- Prepare and present concise and comprehensive written and oral reports;
- Evaluate and make recommendation on improvements to existing departments and municipal operations;
- Analyze, interpret, summarize, and present administrative and technical information data in an effective manner;

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- Negotiate and administer contractual agreements;
- Handle confidential information with discretion;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective relationships with the City Council, staff, fellow employees, and the public;
- Plan assign, and direct the work of subordinate employees;
- Understand and interpret provisions of the Municipal Code, MOU's, Civil Service Rules and Regulations, administrative policies and departmental rules and other City policies related to job duties;
- Review and evaluate employees job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize work duties and assignments;
- Analyze trends, problems and to develop long range plans;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Effectively handle stressful situations;
- To initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the-job training and meet the standards of performance for the classification.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Graduation from an accredited four-year college or university with a degree in Public Administration, Business Administration, Political Science, or other closely related field.

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Experience:

- Five (5) years of increasingly responsible administrative experience in an administrative capacity for a local government agency, preferably with supervisory and personnel experience. Master's degree in Public Administration or related field is highly desirable.

License:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.